



CJIS Executive Committee Meeting

Thursday, February 14, 2008 1:15pm – 3:15 pm
State Capitol – Ft. Union Room, Bismarck, ND

Executive Committee Members present: Charles Placek – DOCR, Nancy Walz – ITD, Dave Kleppe - Highway Patrol, Jerry Kemmet – BCI, Keith Witt – Bismarck PD, Glenn Ellingsberg – Cass County Corrections, Sally Holewa – Supreme Court, Russ Timmreck – Department of Emergency Services

Members absent: Julie Lawyer – Burleigh County SA, Kelly Jenke, Nelson County SO, Daryl Vance – Watford City PD

Others present: Pam Schafer, Tamara Schatz, Gordon Christensen, Darin Anderson(CJIS Staff), Sue Davenport, ITD, Teri Evenson, AG, Jim Boehm - DES

1. Approve Meeting Minutes

- Jerry Kemmet motioned to approve the previous month's minutes with the following changes: Lois Delmore's name will be corrected in 4.iii and add people who were not in attendance. Dave Kleppe seconds. Motion approved.

2. CJIS Executive Committee Members

- Sheriffs and Deputy's Association Representatives – replaced Paul Hendrickson and Pat Heinert with Kelly Janke, Nelson County Sheriff and Glenn Ellingsberg, Chief Deputy, Corrections at Cass County Sheriff's Department. He has been in law enforcement 34 years, background in corrections and field specialty in radio communications and grant writing. Currently, they have a large project in process for replacement of their CAD, RMS and JMS system. This will be an 18 month project
- Committee members: Are we going to recruit someone for Wade Enget? Julie represents large agencies and it would be good to have someone from a small agency as there may be different needs for small and large agencies. Pam will contact Peter Welte to see if he the State's Attorney's Association would like to have another member.

3. CJIS Status Report

- CJIS Product Manager: Darin Anderson started in January and worked previously for Job Service and was the program coordinator for the NIBERS program in SD. He is the product manager in support of Justware and is involved in the cruiser module project. Darin has been training and has job shadowed with Burleigh County State's Attorney and has done some webinars with Justware.
- CJIS Status report present on status: Information is available at
- <http://www.nd.gov/cjis/Committees/Executive.htm>
- Discontinued usage of LERMS – The Hazen Police Department has chosen to discontinue the usage of the LERMS product. They stated their county

cannot fund it and have not been using the system for records management and reporting services. Pam created a 4 question survey for this type of situation. They would like to use the hub service if available at no cost. Questions of discontinued use, is it a training issue, are they replacing? Tammy reviewed usage and they are not using it. They were sporadic in IBR reporting before.

- LERMS – Motorola issues have not improved. Training environment has been unstable. Initial problem was you could not save an incident report with multiple arrestees. Motorola gave up on fixing problem and asked to reinstall application. The technician was not available until Monday and on Wednesday, the problem was still happening. They wanted us to get a new piece of hardware. We ordered and received it. The technician is working on it. Difficulties getting problem resolved. At this point we cannot authenticate to the application. Motorola is telling us that productions issues come before testing issues. Met with Director of Customer Service a few days later. He wanted to delve into contracts and productions. We have another meeting tomorrow as we need this issue resolved. Gordon calls in and does not receive feedback. We are supposed to have silver service which is Monday through Friday from 8 am to 5 pm. He wanted to have a contract negotiation meeting and wasn't prepared for this type of meeting. Maybe we need to start looking into the legal aspects of dissolving this contract. They are not helping or acknowledging our problems in a timely manner. We pay our premium and they are not handling deliverables. Gordon asked them if they had enough resources to handle this. They assured him they did not and did not want to talk about that any further. We should bring the contract to an attorney. Maybe we should have a letter sent out demanding better service/deliverables. Take it to AG to take a look. Do we have a motion to direct Pam to seek legal advice? Sally Holewa motioned, Jerry Kemmet seconded, Motion approved. Pam will take the contract to the AG (pending CJIS Board approval). Maybe the state needs to gather all contracts and threaten to remove them from the vendor lists. Other agencies have had problems with them as well. We are logging our problems well. Gordon calls in twice a day for status updates. They have no updates for us. We have followed their protocol and are not receiving what we have paid for. They have good products but their support is not there. If the state of ND files a lawsuit, it will show up and have harmful effects on them.
- LERMS integration –Project is on hold until Motorola problems are resolved.
- Portal 2.0 – CJIS 2.0 portal project is moving along. Business case is complete and project charter in progress. The project is going through IT Large Project Oversight.

4. Network Security – Gordon

- There have been quite a few questions about Virtual Private Network (VPN). Gordon presented network security diagrams to show how the network functions. The diagrams displayed the current, proposed and a 3rd solution of further VPN's. Gordon is working with ITD for security network options. Gordon recommends options 2. What is that in a risk level? Chuck always been told the political subdivisions to hide behind the state's firewall. Yes, the counties go through 2 firewalls to get out. This group needs to understand the risks at a high level and ITD will make it happen. Do we

need to decide this today? No. Chuck suggested we should have Al Veit come to the next meeting to give us more information. All security issues have trade-offs. If it is more user friendly, it may have potential for more security risks. Jerry agrees to have Al explain more of the pros and cons to make an informed decision. Has there been a big push to change it? Some people have had issues with disconnect and losing their access to their printers. Some of the sheriff's offices have hardware VPN in their offices. Jerry makes a motion to invite Al to give a presentation to make this decision. Nancy seconds. Motion carried.

5. SAVIN Grant

- Federal Reporting: Pam reported the 3rd quarter 2007 federal financial report and a 6 month progress report.
- SAVIN Program Manager Position: Would like to post position to be able to review candidates if grant accepted by March 19.
- Project Charter: This needs to go through LPO. Pam handed out the draft of the Project Charter. Review the charter and email Pam with changes. Chuck stated we need to be aware that this is an opportunity. This will collect a lot of data and give us a detailed idea what we need to reside in the database and we can use that info. The Court is pursuing new case management software they would like to have the RFP out by May of this year. The Court need to have a vendor selected by September for this budget. Most vendors should be Appriss or NIEM compliant. We will have to look at this for contingency plans. Pam will be taking the project charter to the CJIS Board on February 26, 2008. All members will read over the project charter and get comments to Pam by the next Friday.
- Budget Section Committee meeting: Is there someone on the budget section that would speak in behalf of us in support of the grant? We are expecting the judiciary committee will speak on behalf of the SAVIN Grant. The big thing here is pretty well nailed down with our budget numbers. If Lois or someone on the judiciary committee can talk to someone on the budget section, that would help our chances. We need to get bipartisan support. We need to let them know we can go over the extension and make this project run into the next biennium. Has anyone talked to the Governor's office to include this in his budget? Nancy will get Lisa to request this to the Governor's office. This is a make or break situation. The budget section may not be concerned with cost but may be concerned with sustainability. In accepting this grant, they will be creating an FTE position until the next biennium. The hearing is on March 19th.

6. State Radio Discussions

- Working with IJIS on a Statement of Work
 - Pam has been working with IJIS on a SOW, this is a draft copy and page 3 has the SOW defined. What type of work we would like them to do. Pam will be going to the CJIS Board to get their approval. Tentative dates on page 4. Question was raised if any of the EC member's agencies would be able to help with funding of the travel expenses of the IJIS consultants. Approximately \$4000 is necessary.
 - Duplication needs to be addressed. Are we duplicating this or is state radio duplicating? This needs to be handled. The way technologies are today, it is imperative that CJIS tries to get ahead of the curve.

Potential cost savings without redundancy. Everyone agrees this is a good idea.

7. CJIS Strategic Planning - Pam

- Recap was emailed to group
- Revised CJIS Business Plan – Pam will email this week
- Next steps: Time to start planning for future projects for the 09-11 biennium. We will take part of the April's Executive Committee monthly meeting and use that to plan future projects. The CJIS Business Plan will be presented to the CJIS Board on the next meeting, which is February 26th.

8. Discussion/issues

- None

9. Review CJIS Hub user requests

- Two CJIS Portal users, 1st individual denied, 2nd approved.

10. Recap

- Budget Section hearing is March 19, 2008
- Al Veit will present on network security
- Bring projects to the table.
- Review SAVIN charter.

Meeting adjourned at 2:52 pm